

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS  
OF VANCOUVER COMMUNITY COLLEGE  
HELD ON JUNE 8, 2016 AT THE DOWNTOWN CAMPUS**

**Board Members:** Pam Ryan (Chair), Erin Klis, Dee Dhaliwal, Shaima Jaff, Stephen Kukucha, Mike Tourigny  
**Ex-Officio:** Peter Nunoda, Todd Rowlett  
**Board Secretary:** Deborah Lucas  
**Staff Resources:** Marlene Kowalski, Kathryn McNaughton, Karen Wilson, David Wells, Debbie Sargent  
**Guests:** Karen Shortt (VCCFA), Chris Joyce (CUPE Local 4627)  
**Regrets:** Kay Vandervalk, Brenda Aynsley, Chloe Choi, Garth Manning, Claire Marshall

**1. CALL TO ORDER**

The meeting was called to order at 5:32 p.m. by P.Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

**2. APPROVAL OF CONSENT AGENDA**

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Consent Agenda of the June 8, 2016 Board of Governors Public meeting was approved, including the following items:

- June 8, 2016 meeting agenda.
- Minutes of the Apr 6, 2016 VCC Board of Governors Public meeting and May 11, 2016 Special Board Meeting.
- Info Note: News and Events
- Report: Financial Performance (MD & A) Period End Mar 31, 2016
- Report: VCCFA

**3. CHAIRS REMARK'S**

P. Ryan congratulated the VCC and CUPE Local 4627 bargaining teams on the renewal of the Collective Agreement.

**4. PRESIDENT'S REMARKS**

- P. Nunoda referred to the News and Events Info Note in the meeting package.
- Welcomed new VP, People and Culture, Shannon Railton to VCC.
- Congratulated the CUPE and VCC bargaining teams and commented that reaching a fair and equitable agreement signifies a new day in their relationship.
- Announced \$7M of ITA funding for VCC's Trades and Apprenticeship programs.

**5.1 FINANCE & AUDIT COMMITTEE CHAIR REPORT**

By conference call FAC Chair, M. Tourigny, presented an update on the Financial Performance for the period ended March 31, 2016. The Management, Discussion and Analysis (MD&A) report was provided in the meeting materials. The 2015/16 year end operating overview included:

- Revenue for the year was \$102.9M compared to 2014/15 of \$101.9M.

- The change in funding model from government grants to tuition based programming for ABE negatively impacted enrolment.
- Salaries and benefits total expense was \$71.6M compared to 2014/15 of \$75.1M. This reduction was contributed to by the cancellation of some ABE and Hospitality programs and by not filling vacant positions and postponing recruitment.
- VCC undertook a comprehensive review of its organizational structure, academic programming and operational costs through the integrated planning and budgeting process.
- The restructuring resulted in one-time costs of \$3.1M, contributing to a total deficit of \$4.1M. AVED approved VCC to run a deficit of up to \$5.0 million for 2015/16.

## **5.2 2015/16 AUDITED FINANCIAL STATEMENTS**

As mandated, VCC must conduct an annual audit of their accounts and transactions. M. Tourigny presented an overview of the 2015/16 Audited Financial Statements as provided in the meeting materials.

The Office of Auditor General of BC (OAG) was appointed in 2015 as VCC's auditor for a period of 5 years. Although not compulsory, VCC also chose to audit its FTE enrolment statement. The OAG worked closely with Finance Department to complete the audit and the OAG presented their findings to FAC on May 16, 2016. The Independent Auditor's Report was provided in the meeting materials. The Board had questions around compliance due to the change in framework from the prior year. This was satisfactorily explained and the statements were presented, as recommended by FAC, for Board approval.

S. Ahuja thanked FAC Chair, M, Tourigny for his support with this matter.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2015/16 Audited Financial Statements and the 2015/16 Audited FTE Enrolment Statement.

## **6.1 EDCO CHAIR REPORT**

T. Rowlatt addressed the Board and introduced the agenda items Education Council are recommending for approval.

## **6.2 ACADEMIC SCHEDULE 2017/18**

T. Rowlatt referred to the Decision Note in the meeting materials. The 2017-2018 Academic Schedule is prepared in accordance with Policy C.3.13 Academic Schedule. The Academic Schedule includes the start and end dates of programs as well as courses not part of a program, statutory holidays, known VCC closures, registration and exam dates. ITA programs and non-credentialed courses/programs in Continuing Studies are exempt from this process. The Academic Schedule was created in consultation with the Dean of each school. It was presented to EdCo in May 2016 and minor revisions were recommended. The schedule was revised accordingly and Education Council recommended it for Board approval.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the 2017-2018 Academic Schedule.

## **6.3 NEW CAD & BIM PROGRAM CREDENTIAL**

T. Rowlatt referred to the Decision Note in the meeting materials. The Drafting programs at VCC have been delivered successfully for over 50 years. The proposal is a significant restructuring of current programs, to

focus both on Computer Aided Drafting (CAD) and Building Information Modeling (BIM). The department has also been renamed “CAD & BIM” to better reflect the currency of their programs and industry. The three specialties remain: Architectural, Civil-Structural, and Steel Detailing. The Program Advisory Committee (PAC) was consulted extensively and supports the proposed changes.

Implementing a short Citation program will benefit students by providing them with the skills in CAD to allow them to gain employment sooner, but allows the graduate to return later to broaden their skills, as the citation program ladders directly into Level 2 of any of the certificates. Education Council reviewed the proposal in Jan 2016 and approved the curriculum for the certificates and the citation and recommended it for Board approval.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

THAT, on the advice of Education Council, the Board of Governors approve the implementation of the redesigned Architectural Technician Certificate, the Civil-Structural Technician Certificate, and the Steel Detailing Technician Certificate.

THAT, on the advice of Education Council, the Board of Governors approve the implementation of the new credential CAD Technician Citation program.

#### **6.4 DEVELOPMENT OF NEW DENTURIST DIPLOMA PROGRAM**

T. Rowlatt referred to the Info Note provided in the meeting materials. The program was suspended on June 29, 2015 with the plan to renew and re-start in 1-2 years. EdCo and industry professionals did not support the suspension, but with the retirement of the program’s 2 faculty members, the Board supported the opportunity to restructure the program and review learning outcomes. A Steering Committee was struck in October 2015 and includes members of the Denturists Association of BC, and the College of Denturists of BC.

The first draft of the concept paper for a redeveloped Denturist Diploma program was presented to Education Council on April 2016. Benefits of the proposed new program include:

- Aligning program length with NAIT and George Brown College, who run the only other accredited denturist programs in Canada.
- Better preparation of graduates to meet the National Competencies and improve success on the licensing exams.
- Meet industry demand for qualified Denturists. As the average age of Denturists in Canada is 58-68 years old, many are retiring and seek individuals to take over their practices.
- Opportunity to review tuition and fees.

Education Council wanted to inform the Board of their support for the continued development of the Denturist Diploma program.

#### **6.5 REVISED D.1.3 COPYRIGHT POLICY AND PROCEDURES**

The Copyright Act of Canada was updated in 2012. The legislation requires the College to provide reasonable safeguards to ensure the fair and ethical use of copyrighted materials at the College. At that time, the College adopted the procedures for *fair dealing* used by Colleges and Institutes Canada and D.1.3 Copyright Policy and Procedures has been updated to reflect the changes in legislation. The proposed revisions were presented for community feedback and reviewed by the Education Policy Committee. Education Council reviewed it April 2016 and recommended it for Board for approval.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the D.1.3 Copyright Policy and Procedures.

## **6.6 REVISED D.1.5 USE OF LIBRARY RESOURCES POLICY & PROCEDURES**

The purpose of D.1.5 Use of Library Resources Policy and Procedures is to support VCC's employees and students. The policy was updated to the new College policy/procedures template. It was presented for community feedback and reviewed by the Education Policy Committee. Education Council reviewed it in April 2016 and recommended it for Board for approval.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the D.1.5 Use of Library Resources Policy and Procedures.

## **7.1 TUITION & FEES - INTRODUCTION TO CRIMINOLOGY AND CANADIAN LEGAL SYSTEM COURSES**

Dean, David Wells, presented background information on the proposal for the addition of two three-credit courses that will satisfy elective options for a range of internal and university transfer (UT) programs. Both courses were constructed for the Aboriginal Justice Studies Certificate program at the Native Education College (NEC) and would provide strong additional Indigenous content.

The proposed tuition was presented to the Finance & Audit Committee on May 16, 2016 and they agreed with the option of \$450 (\$150 per credit) per student, which provides financial stability by generating a 35.0% net contribution to the VCC overhead, while ensuring standalone tuition is not prohibitive for non-cohort student enrolment.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves a tuition fee of \$450 (\$150 per credit) per student, for the new University Transfer (UT) courses Introduction to Criminology and Canadian Legal System State.

## **7.2 TUITION & FEES – NEW CAD AND BIM PROGRAMS**

The proposed tuition for 3 new CAD and BIM programs was presented to the Finance & Audit Committee on May 16, 2016. FAC made the recommendation to implement tuition of \$5,917 (\$147.92 per credit) per student, which will fully recover all direct and indirect costs and generate 4% net profit to VCC after recovering institutional overhead. It also gives VCC greater flexibility to react to any changes in industry demands.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves a tuition fee of \$5,917 (\$147.92 per credit) per student, effective September 1, 2016 for the following new CAD and BIM certificate programs:

- 1) Architectural Technician Certificate
- 2) Steel Detailing Technician Certificate
- 3) Civil/Structural Technician Certificate

**8. BOARD OF GOVERNORS CORRESPONDENCE**

The Board of Governors have signed the 2016/17 AVED Mandate Letter. It will be posted on VCC.ca.

**9. CONSTITUENCY GROUP UPDATES**

***Student Union of Vancouver Community College (SUVCC)***

A representative from the SUVCC was not present.

***CUPE Local 4627***

CUPE Local 4627 President, C. Joyce addressed the Board and offered his congratulations to the Human Resources Committee for ratifying the renewed Collective Agreement. C. Joyce commented that this had not yet been communicated to CUPE members.

CUPE Executive met with new VP, Shannon Railton and welcomed her to VCC.

***Vancouver Community College Faculty Association (VCCFA) or (FA)***

VCCFA President, K. Shortt congratulated VCC on receiving \$7M in ITA funding and welcomed new VP, Shannon Railton to VCC. The VCCFA report was provided in the meeting materials and it included briefing notes to the Standing Committee on Citizenship and Immigration lobbying for the Learners Instruction for Newcomers to Canada (LINC) program and to the Deputy Minister of AVED lobbying for the Adult Upgrading Grant (AUG).

The VCCFA would like to see new programs reside within with the schools at the college and not in Continuing Studies (CS), e.g. Fashion Design could align with the arts and science programs and Renal Dialysis Technician with health programs. They would also like CS instructors to be part of the VCCFA.

The VCCFA would like to urge FAC to consult with the Tuition and Fees Committee (TAF) when implementing new fees. The tuition items brought to the board meeting had not been presented to TAF. M. Tourigny commented that FAC were satisfied that all relevant stakeholders had been consulted during the tuition review process. M. Kowalski confirmed that the process is under revision.

P. Ryan thanked the constituency group representatives for their comments.

**10. NEXT MEETING**

The next Board of Governors Public Board meeting will be held on June 29, 2016.

**11. TERMINATION**

There being no further business, the meeting adjourned at 6:28 p.m.



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Pam Ryan  
Chair, VCC Board of Governors